



**Pedestrian and Bicycle Advisory Committee**

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## **2012 Annual Report**

Draft August 28, 2012



## Introduction

The Pedestrian and Bicycle Advisory Committee (PBAC), as mandated County Code (§3-3-22), is an advisory committee whose role is to advance pedestrian and bicycle improvements in Baltimore County. This annual report describes the work of the committee in 2012, as well as the committee's first meeting in November 2011. The report also describes the progress made in advancing pedestrian and bicycle improvements in the county.

## Members

Voting Members	Term Expires
Sheldon Epstein, CHAIR (At Large)	05/31/14
Theodore Levin, VICE CHAIR (2nd District)	05/31/14
Laura S. Cook (At Large)	01/17/15
Myron C. Williams (At Large)	05/31/14
Raymond Bahr (1st District)	05/31/14
James E. Kelly, Jr. (3rd District)	05/31/14
Jarmael A. Burman (Jay) (4th District)	05/31/14
Thomas J. Henry, Jr. (5th District)	05/31/14
Jesse Fields (6th District)	05/31/14
Gene Bertoni (7th District)	05/31/14
Carol Silldorff (Bicycle Advocacy Group Rep.)	05/31/14

Ex Officio Members (Non-Voting) and Technical Committee
Robert Barrett Baltimore County Public Schools
Linda Grossman, MD Health Department
Kathy Schlabach Department of Planning
(vacant) Police Department
Patrick McDougall Department of Recreation and Parks
Stephen Weber Department of Public Works

## Meeting Summaries

The committee held its first meeting in November 2011, and met five times in 2012. The technical committee, comprised of county staff and interested PBAC members, met once to discuss preparation of draft materials for the PBAC's consideration. The PBAC Subcommittee on Complete Streets met twice to discuss revisions to the draft report prepared by the technical subcommittee and staff.

**November 8, 2011:** At the first meeting of the PBAC, members introduced themselves to each other. Baltimore County Council members Tom Quirk and David Marks, sponsors of the bill that created the committee, provided remarks on the committee's duties. The committee adopted the bylaws as drafted by Department of Planning staff and a work program for 2012. Chair Sheldon Epstein appointed Ted Levin as Vice Chair.

**January 10, 2012:** The committee invited several state and Baltimore City officials to present to the group various funding programs that are available for pedestrian and bicycle improvements. Guests included Don Halligan, Maryland Department of Transportation Office of Planning and Capital Projects; Greg Slater of MDOT State Highway Administration who oversees a number of federally-sponsored grant programs; Steve Carr, Trail Coordinator for the Maryland Department of Natural Resources and Nate Evans, Pedestrian/Bicycle Coordinator for Baltimore City.

**January 25, 2012:** The technical subcommittee, chaired by Ms. Schlabach, discussed elements to be included in a complete streets draft.

**March 13, 2012:** The PBAC heard a report from the Fifth District Pedestrian and Bicycle Subcommittee. The report contained recommendations for pedestrian and bicycle improvements around the district. Ms. Schlabach reported that the draft Complete Streets report was being reviewed by the administration and would be presented at the next PBAC meeting.

**June 12, 2012:** Department of Planning staff presented a draft Complete Streets Policy, which included a recommended policy statement, checklists for county and developer projects, and design guidelines. After discussion of the draft, a subcommittee was established, with Mr. Kelly as the Chair, to recommend revisions to the full committee. Members of the committee were asked to email their individual comments to Ms. Schlabach, Secretary, for compilation and distribution to the subcommittee.

**August 21, 2012:** The Complete Streets Subcommittee reviewed and approved changes to the first part of the draft Complete Streets Policy draft report.

**August 27, 2012:** The Complete Streets Subcommittee reviewed and approved changes to the remaining part of the draft Complete Streets Policy draft report.

**September 11, 2012:** The Complete Streets Subcommittee presented its report to the full committee for approval. The PBAC \_\_\_\_\_. Department of Planning staff introduced two new items for

consideration—an update on the non-county funding programs available for pedestrian and bicycle projects, and a draft annual report.

**November 13, 2012:** The PBAC approved recommendations for the 6-year Baltimore County Capital Improvement Program for Pedestrian and Bicycle Projects and the annual report.

## **PBAC Progress Completion of 2012 Work Program**

The PBAC adopted a work program for the year at its first meeting. The work program included the following:

1. Investigate the use of federal funding to finance bike/ped activities
2. Adopt a Complete Streets Policy
3. Develop walking, bicycling and transit use protocols for evaluating projects and site plan approvals, to be included in agency review checklists
4. Require a sustainable transportation section for all community plans
5. Adopt a policy requiring bicycle parking at government buildings (originally projected for 2013)
6. Develop recommendations for amendments to the county development process for road construction and reconstruction standards and procedures to accommodate all users
7. Develop a 6-year pedestrian and bicycle Capital Improvement Program, updated annually
8. Prepare an annual report

While the completion of these activities did not always follow the date originally projected, the committee was able to complete this impressive list of actions during its first year. A number of the actions were combined into a comprehensive Complete Streets policy that addresses not only the implementation of pedestrian and bicycle infrastructure improvements but also supportive, encouragement, education and enforcement programs, methods for evaluation and planning including agency review checklists, and facility and site design guidelines.

## **Baltimore County Government Progress Implementation of Pedestrian and Bicycle Improvements**

The formation of a Pedestrian and Bicycle Advisory Committee is an important first step in implementing pedestrian and bicycle improvements in Baltimore County. This action is a recommendation of the both the Eastern and Western Pedestrian and Bicycle Access Plans. The recommendations contained in these plans informed the duties of the PBAC as described in its enabling legislation, and comprise the efforts which are needed to make transportation by walking and bicycling a viable option in Baltimore County.

Other notable progress in 2012:

**Planning Board approval of the Western Pedestrian and Bicycle Access Plan**

The Western plan was developed by an advisory committee with extensive citizen input. It includes recommendations for prioritized infrastructure improvements and supportive policies and programs. The plan was approved by the Planning Board on April 19, 2012, and has been submitted to the County Council for adoption as an amendment to the county master plan. The Eastern plan was adopted by County Council in 2006.

**Recreational Trail Program—Indian Rock Park (\$30,000)**

This federal grant program will provide funds to construct a trail through Indian Rock Park in the Perry Hall Area, providing a link in the proposed Northeast Trail. Baltimore County will provide the 20% match.

**MDOT Bikeways Grant Award—Edmondson Avenue and UMBC-Arbutus-Halethorpe MARC (\$20,000)**

This grant will fund the installation of bike lanes and bike route signage on Edmondson Avenue and bike route signage from UMBC to the business district of Arbutus, and to the Halethorpe MARC station. No match is required for this grant.

**MDOT Bikeways Grant Award—Towson Bikeway Loop (\$120,000)**

The grant will fund bike lane striping and bike route signage on several collector roads, forming a loop around Towson, and providing access to the Towson business district. The Department of Public Works is providing a 20% match. The project was a recommendation of Councilman David Marks and the Fifth District Pedestrian and Bicycle Subcommittee, and supported by the Greater Towson Committee.

**MDOT Bikeways Grant Award—Catonsville Rails to Trails, Short Line Trail (\$125,000)**

Baltimore County sponsored this grant application by Catonsville Rails to Trails, a nonprofit organization whose mission is to provide bicycle and pedestrian access throughout the Catonsville area. The grant will fund an engineering study to re-create a tunnel under Bloomsbury Avenue for the Short Line Trail, and a feasibility study for connecting the Short Line Trail to UMBC. CRTT is providing the 20% match with in-kind services.

## Appendices

<b>Appendix A:</b> PBAC Bylaws .....	8
<b>Appendix B:</b> Work Program.....	10
<b>Appendix C:</b> Complete Streets Policy.....	
<b>Appendix D:</b> County Checklist.....	
<b>Appendix E:</b> Developer Checklist.....	
<b>Appendix F:</b> Pedestrian and Bicycle Design Guidelines .....	
<b>Appendix G:</b> Funding Sources.....	
<b>Appendix H:</b> 6-year Pedestrian and Bicycle Capital Improvement Program.....	

**Appendix A**  
**BALTIMORE COUNTY**  
**PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE BYLAWS**

Approved November 8, 2011

**I. MISSION**

The Baltimore County Pedestrian and Bicycle Advisory Committee (PBAC) works with County agencies to implement a pedestrian and bicycle program as recommended by the adoption of the Baltimore County Pedestrian and Bicycle Access Plan. The goal of the program is to rebalance the significance and role of streets and roads within the County's communities so that they serve the needs of all transportation users – motorists, bicyclists, pedestrians, transit riders and other users – in a manner that is sensitive and appropriate to the environment. In addition, the program is to ensure that each time a County road is built or modified or reconstructed, quality service is provided for all transportation modes and all types of users.

**II. LEGAL AUTHORITY**

The PBAC is established by Council Bill 2-11, codified as Section 3-3-2201 through 3-3-2206 of the Baltimore County Code. The bill establishes the committee's purpose, composition, member term limits, and other requirements. The bill also describes a list of duties and responsibilities, provides for the appointment of subcommittees focused on council district issues and permits adoption of committee rules and procedures.

**III. TIME AND PLACE OF MEETING**

The PBAC shall hold regular meetings at least four times per year, at 4:00 p.m., on the second Tuesday of the last month in each quarter, except for December. This last meeting for the year will be held in November. Other meetings may be scheduled as deemed necessary by the PBAC Chairperson. Meetings will be held at the Baltimore County Department of Planning office, unless the committee business requires a remote location, and are subject to the Department of Planning inclement weather policy for public meetings.

**IV. OFFICERS**

Officers of the PBAC shall consist of a Chairperson, a Vice Chairperson and a Secretary. The Chairperson, who is appointed by the Baltimore County Executive, will appoint a Vice Chairperson, selected from the voting committee members. A Department of Planning staff representative, appointed by the Director of the Department of Planning, shall be Secretary of the PBAC.



### **Duties of Officers**

The Chairperson of the PBAC shall preside at all meetings and appoint working subcommittees if needed to address specific topics.

The Vice Chairperson shall preside at meetings in the absence of the Chairperson, and shall assist the Chairperson.

The Secretary shall serve as the custodian of all records of the PBAC. The Secretary shall work in coordination with the Chairperson to develop meeting agendas. The Secretary shall record notes of PBAC meetings and circulate them to the committee members so that they may be reviewed and approved at the next scheduled meeting. The agendas and draft meeting notes shall be provided to members of the PBAC and be made available to the general public at least one week in advance of each meeting. The Secretary shall also maintain the official copy of the bylaws of the PBAC.

### **V. NON-VOTING EX OFFICIO MEMBERS**

Non-voting ex officio members designated by the agency directors shall comprise a technical subcommittee providing technical assistance to the committee. Other governmental representatives may assist the technical subcommittee in its work. A member of the technical subcommittee shall be selected by the PBAC Chairperson to chair the technical subcommittee.

### **VI. PARLIAMENTARY PROCEDURE**

In order to maintain an orderly meeting, the PBAC Chairperson shall call upon individual members who wish to address the committee. The Chairperson shall call for a vote on all issues requiring action. Decisions made on particular issues shall be highlighted in the meeting notes recorded by the Secretary, and include a record of each member's vote.

### **VII. MEMBER ATTENDANCE**

Appointed members who attend less than 50% of the PBAC meetings in a calendar year may be replaced before their term expires.

The chairperson or other representative from each subcommittee shall attend all PBAC meetings and provide a subcommittee report on the activities of the subcommittee. Non-voting ex officio members other than the chairperson of the technical subcommittee will be notified by the PBAC Chairperson if their presence is requested at the upcoming PBAC meeting.

## **Appendix B**

### **List of Mandated Duties**

#### **With Work Program Priorities**

Approved November 8, 2011

<b>No.</b>	<b>Duties</b>	<b>Work product</b>	<b>Priority Year</b>	<b>Projected Committee Action</b>
1	Adopt a complete streets policy	Draft resolution for adoption by County Council	2012	3-13-12
2	Develop walking, bicycling and transit use protocols for evaluating projects and site plan approvals, to be included in agency review checklists	Report containing standardized procedures and review checklists forwarded to the County Executive for consideration as an administrative policy (see item 7)	2012	6-12-12
3	Require a sustainable transportation section for all community plans	Report forwarded to the County Executive and County Council for consideration	2012	3-13-12
4	6-year pedestrian and bicycle Capital Improvement Program, updated annually	Report forwarded to the agencies, Planning Board, County Executive and County Council for consideration	Annual	11-13-12
5	Recommendations for amendments to zoning and county code requiring accommodations for pedestrians, bicyclists and all users of county roads	Report forwarded to the County Executive and County Council for consideration	2013	2013
6	Policy requiring bicycle parking at government buildings	Report forwarded to the County Executive for consideration as an administrative policy	2013	2013
7	Recommendations for amendments to the county development process for road construction and reconstruction standards and procedures to accommodate all users	Report forwarded to the County Executive and County Council for consideration (see item 2)	2012	6-12-12
8	Investigate use of federal funding to finance bike/ped activities	Ongoing reports to committee from technical subcommittee, summary to be included in annual report	Annual	09-11-12
9	Annual report	Report to be forwarded to the agencies, Planning Board, County Executive and County Council for information	Annual	09-11-12